

MILLENNIUM AWARDS  
FOR  
TEACHING AND RESEARCH EXCELLENCE  
IN  
MATHEMATICS, SCIENCE, ENGINEERING  
AND TECHNOLOGY  
AT  
HISTORICALLY BLACK COLLEGES AND  
UNIVERSITIES

Nomination Guidelines  
March 2003

**MILLENNIUM AWARDS FOR  
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**Section I. General Introduction and Purpose**

Effective teaching and research are central to higher education. As faculty members, teachers and researchers serve as models, motivators, and mentors--the catalysts of the learning process. Moreover, teachers are agents for developing, replicating, and exchanging effective instructional materials and methods. Researchers lead students and other faculty into new frontiers of knowledge and technology. For many reasons, education can reflect excellence only when teachers and researchers are adequately prepared, highly motivated, and appropriately recognized and rewarded.

To address the national priority of developing and maintaining human capital for scientific, technological, and professional expertise in mathematics, science, engineering, and technology, the Science and Technology Cluster of the White House Initiative on Historically Black Colleges and Universities (HBCUs) will offer, subject to the availability of funds, an Awards Program to honor excellence in teaching and research. The Science and Technology Cluster consists of representatives from Department of Agriculture, National Aeronautics and Space Agency, Health and Human Services NIH, Department of Energy, Department of Defense, Department of the Interior, Environmental Protection Agency, Nuclear Regulatory Commission, and National Science Foundation

The Awards Program will recognize and honor a select group of college and university faculty who have excelled at teaching or research in mathematics, science, engineering and technology (MSET). It is designed to focus national attention on the teaching and research roles--both fundamental to the development of the scientific, technological, and professional expertise essential to the future growth and progress of our Nation.

Authority. Executive Order 13256, dated February 12, 2002, orders strengthening the capacity of HBCUs to provide quality education and to increase opportunities for these institutions to participate in and benefit from Federal programs.

Definitions. For purposes of managing the HBCU-MSET Teaching and Research Awards Program, the following definitions will apply.

College or university. An educational institution in any State which (1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate, (2) is legally authorized within such State to provide a program of education beyond secondary education, (3) provides an educational program for which an associate's degree or any

other higher degree is awarded, (4) is a public or other nonprofit institution, and (5) is accredited by a nationally recognized accrediting agency or association.

Courses. Instruction offered for academic credit and included in the official course catalog of a college or university.

Institution Category. Adapted from the 1994 Carnegie Classification of all colleges and universities in the United States that are degree-granting and accredited by an agency recognized by the U.S. Secretary of Education.

--Associate Degree Colleges - Institutions offering associate certificate or degree programs and, with few exceptions, offering no baccalaureate degrees.

--Baccalaureate Colleges - These institutions are primarily undergraduate colleges with major emphasis on baccalaureate degree programs.

--Doctoral Universities - These institutions offer a full range of baccalaureate programs and are committed to graduate education through the doctorate.

--Master's Universities and Colleges - These institutions offer a full range of baccalaureate programs and are committed to graduate education through the master's degree.

Mathematics, Science, Engineering, and Technology. Denotes teaching and research activities concerned with the theory, research, and innovative advancing of these scientific areas.

Research. A systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalized knowledge. Research is usually described in a formal protocol that sets forth an objective and a set of procedures designed to reach that objective.

Researcher. A faculty member at a college or university who holds a full-time appointment, which reflects at least half-time responsibility for research as, determined by the college or university.

Teaching. Denotes activities to promote student learning. Includes various aspects of instruction and student support, such as: formal classroom activities; instruction via innovative delivery systems; student internships and study tours; course and instructional materials development; student advising and counseling; and scholarship related to teaching, including preparation of textbooks, instructional software programs, videos, and other publications of an instructional nature.

Teacher. A faculty member at a college or university who holds a full-time appointment, which reflects at least half-time responsibility for instruction as determined by the college or university.

Funding. Each Federal agency will use funds based on its specific authorities, to provide support for conducting the Millennium Awards for Teaching and Research Excellence in MSET. This includes support for managing the program (solicitation and evaluation of nominations), winners' awards recognition, travel for national winners to participate in an awards ceremony, and preparation of certificates of merit. In addition, winners' home institutions may be requested to help support winners' travel to a national awards ceremony. The Awards Ceremony will be held in Washington, D.C., during National HBCU Week, September 2003.

Eligibility. A nominee must hold a full-time appointment as a faculty member at an HBCU as of the date of submission of the nomination, with at least half-time teaching or research responsibility.

***Individuals who do not receive an award in a given year are eligible for re-nomination. However, new nomination forms must be submitted. Nomination files will not be retained for reconsideration in future years.***

## **Section II. Program Description**

Category and National Awards. The Millennium Awards for Teaching and Research Excellence in MSET will recognize outstanding teachers and researchers at both the national and institution category levels annually. These awards will be disbursed to colleges and/or universities for the purpose of strengthening teaching or research programs in MSET. Teachers and researchers honored through this competition will be asked to designate the purpose for which such funds will be used at the institution by which they were nominated.

Institution Category Awards. In each of four categories--Associate, Baccalaureate, Masters, and Doctoral — one winner and one meritorious finalist will be selected for achievements in research and in teaching. These winners will be honored with monetary awards to the institutions making the nomination, and with award certificates.

National Awards. One national winner will be chosen in research and one in teaching. Both will be honored with awards to the institutions making the nominations and accompanying award certificates.

Awards Program Schedule. The following is the 2003 schedule for the Awards Program:

Request for Nominations -----April 1, 2003  
Submission of Nominations -----June 1, 2003  
Merit Evaluation of Nominations ----- July 2003  
National Awards Ceremony -----September 2003

### **Section III. Preparation of a Nomination**

**Institutions may submit only ONE nomination per year. It is the responsibility of the institution to decide to submit a nomination for teaching or for research.**

All Nomination Forms shall be submitted in type **no smaller than 12 characters per inch** and prepared in all necessary sections. For teaching: Nomination, Nominee's Summary Vita, Nominee's Statement on Teaching Philosophy, Teaching Experience, Teaching Quality Assessment, and an Appendix if deemed appropriate. For research: Nomination, Nominee's Summary Vita, Nominee's Statement on Research Philosophy, Research Experience, Research Quality Assessment, and an Appendix if deemed appropriate. **Information shall not exceed the space provided on the Form. These limitations will be strictly adhered to by the reviewers.**

**ALERT — Parts III and IV contain a teaching OR research Nomination Form. Please insure that you use the proper part for the nomination that you are submitting.**

**PART I: Nomination** . (To be completed by the nominator.) This section requests essential background information on the nominee, and **all items must be filled in**. It also requires signed approval by an administrator (dean or department chair) of the nominee, and a signed statement by the nominator.

**PART II: Nominee's Summary Vita**. (To be completed by the nominator and/or the nominee.) This section solicits information on the nominee's education, professional experience, teaching or research awards and honors, other professional honors, and professional development.

**PART III A: Nominee's Statement on Teaching Philosophy**. (To be completed by the nominee.) This section provides an opportunity for the nominee to include concise statements on his or her teaching philosophy, interest in students, and strategies for advancing the learning process.

**PART III B: Teaching Experience**. (To be completed by the nominator and/or nominee.) This section should provide details on the nominee's teaching experience, including courses taught and student advising.

**PART III C: Teaching Quality Assessment**. (To be completed by a colleague, other than the nominator.) This section should include data on formal student and peer evaluations as conducted by the university, college, or department. Also, an explanation should be provided of the evaluation process, instrument, and indices for interpreting the data to arrive at an assessment of the nominee's quality of teaching.

**PART IV A: Nominee's Statement on Research Philosophy.** (To be completed by the nominee.) This section provides an opportunity for the nominee to include concise statements on his or her research philosophy, interest in students, and strategies for advancing the learning process.

**PART IV B: Research Experience.** (To be completed by the nominator and/or nominee.) This section should provide details on the nominee's research experience, including types of outside grants you have been responsible for receiving.

**PART IV C: Research Quality Assessment.** (To be completed by a colleague other than the nominator.) This section should include data on formal student and peer evaluations as conducted by the university, college, or department. Also, an explanation should be provided of the evaluation process, instrument, and indices for interpreting the data to arrive at an assessment of the nominee's quality of research.

**PART V: Proposed Use of Funds.** Funding for the purpose of these awards is not expected to exceed \$10,000.

Section IV: Submission of Nomination. Nominations can be submitted by any individual on behalf of a faculty member. It is also acceptable for a faculty person to nominate himself or herself. To be considered for an Award, the nomination form may be submitted electronically to [Donald.jackson@ed.gov](mailto:Donald.jackson@ed.gov) with **one copy containing the required signatures** mailed to the address below. If you do not wish to submit electronically, **ten copies of the nomination** must be submitted, including the original copy containing the required signatures. All copies must be postmarked by **June 1, 2003** and sent to the following address.

***MILLENNIUM AWARDS FOR TEACHING AND RESEARCH EXCELLENCE***  
***Attention: Mr. Earl S. Hayes***  
***White House Initiative on Historically Black Colleges and Universities***  
***1990 K Street, NW, Suite 8102***  
***Washington, DC 20006***

**Section V. Nomination Review and Evaluation.** The nominee evaluation process will include both a Science and Technology Cluster member’s review and a merit evaluation by a panel of experts consisting of university faculty, public school educators, public/private scientists, and representatives from professional associations.

**Review Process.** Nominations from each of the four Institution Categories will be evaluated first in competition with others from within the same category by the panel of experts. The teachers and researchers deemed most meritorious in each institution category will be placed in competition for the national awards.

**Evaluation Criteria.** Both Science and Technology Cluster staff members and the panel of experts will evaluate nominations on the basis of the following criteria:

<b><u>Evaluation Criteria for Teaching</u></b>		<b><u>Weight</u></b>
a.	<b><u>Endorsement by an Administrator or Colleague.</u></b> The degree to which statements by the administrator of the college or department or a colleague substantiate the nominee’s excellence in and dedication to the teaching role.	<b>25 percent</b>
b.	<b><u>Philosophy of Teaching.</u></b> The degree to which the nominee Statement attests to high standards of teaching performance, concern for and availability to students, and outstanding competence in managing the teaching and learning process.	<b>35 percent</b>
c.	<b><u>Service to Students.</u></b> The degree to which the nominee has an exemplary record of student service through such activities as academic and career advising, mentoring, supervising internships, placement of graduates, sponsorship of student associations, graduate committee service, etc.	<b>25 percent</b>
d.	<b><u>Professional Growth and Competencies Development.</u></b> The degree to which the nominee’s professional competence in his or her disciplinary specialization is evidenced by continuing intellectual pursuits/accomplishments, scientific publications, grants received, etc.	<b>15 percent</b>



**Evaluation of Research Criteria****Weight**

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|----|---|-------------------|
| a. | <u>Endorsement by an Administrator or Colleague.</u><br>The degree to which statements by the administrator of the college or department or a colleague substantiate the nominee's excellence in and dedication to his/her role in research.  | <b>25 percent</b> |
| b. | <u>Philosophy of Research.</u> The degree to which the nominee's statement attests to high standards for understanding the significance of, and advancing the quality of, research in the HBCU community, and the role of the scientist in higher education.  | <b>35 percent</b> |
| c. | <u>Service to Students.</u> The degree to which the nominee has has an exemplary record of student service through such activities as academic and career advising, mentoring, supervising internships, placement of graduates, sponsorship of student associations, theses and dissertations chaired, etc. | <b>25 percent</b> |
| d. | <u>Professional Growth and Competencies Development.</u><br>The degree to which the nominee's professional competence in his or her disciplinary specialization is evidenced by continuing intellectual pursuits/accomplishments, scientific publications, grants received, etc.                            | <b>15 percent</b> |